



TERMS OF REFERENCE FOR THE DATA ENTRY INTERN – LIBRARY MANAGEMENT SYSTEM

LOCATION: PRETORIA, SOUTH AFRICA

COMPANY: SADC – GROUNDWATER MANAGEMENT INSTITUTE

Background:

The Southern African Development Community Groundwater Management Institute (SADC-GMI) is established as the Centre of Excellence for groundwater management in the SADC region hosted by the Council for Scientific and Industrial Research (CSIR) Pretoria, South Africa on behalf of and under the strategic guidance of the SADC Secretariat, Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana. The mandate of the SADC-GMI is to promote sustainable groundwater management and provide solutions to groundwater challenges through creating an enabling policy, legal and regulatory environment, capacity development, advancing research, supporting groundwater infrastructure development, and enabling dialogue and accessibility of groundwater information in the SADC region.

The role of SADC-GMI is to:

Promote sustainable groundwater management and provide solutions to groundwater challenges in the SADC region through building capacity, providing training, advancing research, supporting infrastructure development, and enabling dialogue and exchange of groundwater information. Conduct and support SADC Member States in groundwater research, and serve as a focal interlocutor with national, regional, and international groundwater initiatives.

Currently, SADC – GMI is implementing the Sustainable Management of Groundwater in SADC Member States Project Phase 2, funded by the multi-donor trust fund Cooperation in International Waters in Africa (CIWA) and the Global Environment Facility through the World Bank.

SADC-GMI invites interested individuals who have recently graduated or are students in the final year of their studies in a Data Management or Library Systems Management field to apply for an entry position to support a data upload assignment at the Southern African Development Community Groundwater Management Institute (SADC-GMI), based in Pretoria South Africa.

About the role:

SADC – Groundwater Management Institute is seeking a detail-oriented and motivated Data Entry Intern to join our team. As a Data Entry Intern, you will play a crucial role in maintaining and updating our extensive database of groundwater literature. This position offers an excellent opportunity to gain hands-on experience with a relational database



system based on Postgres SQL, while contributing to important environmental research efforts.

Responsibilities:

1. **Data Entry:** Accurately inputting information from various sources into our relational database.
2. **Database Maintenance:** Assisting in the ongoing maintenance and organization of the database, including data cleaning and updating records as needed.
3. **Library Management System:** Utilizing library management system skills to effectively catalog and classify literature entries.
4. **Documentation:** Maintaining detailed documentation of data entry processes and procedures.
5. **Ad Hoc Tasks:** Assisting with additional tasks and projects as assigned by supervisors.

Requirements:

1. **Educational Background:** Currently pursuing or recently completed a degree in a relevant field such as Computer Science, Information Technology, Library Science, or a related discipline.
2. **Strong Attention to Detail:** Ability to accurately input and maintain large volumes of data with precision.
3. **Database Experience:** Familiarity with relational databases, preferably experience with Postgres SQL or similar database management systems.
4. **Library Management System Skills:** Experience with library management systems, including cataloguing, classification, and organization of literature entries.
5. **Organizational Skills:** Proven ability to manage multiple tasks efficiently and prioritize workload effectively.
6. **Communication Skills:** Excellent written and verbal communication skills, with the ability to work effectively in a team environment.
7. **Initiative and Adaptability:** Willingness to learn new skills and adapt to changing priorities in a dynamic work environment.
8. **Environmental Interest:** A passion for environmental science or related fields is a plus, but not required.

This is an internship position, offering valuable experience in data management and database administration within an environmental research organization. The internship and schedule can be flexible to accommodate the candidate's academic commitments. If you are enthusiastic about environmental research and eager to gain practical experience in database management and library systems, we encourage you to apply for this exciting opportunity with SADC – Groundwater Management Institute

The internship position will continue for a fixed term period of 6 months after the signing of the contract without any expectation for an extension of the performance period.



However, the period of performance may be extended by mutual consent based on need and satisfactory performance, provided that such extension shall not exceed 6 months.

Please note that this is only a junior contract position with no expectation or guarantee of permanent employment at the end of the fixed-term contract.